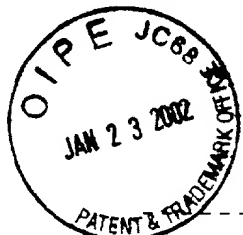


IN THE UNITED STATES PATENT AND TRADEMARK OFFICE



-----: Atty.#: LKC-P4
In Re U.S. Patent Application Of
CHONG
Serial No.: 09/954,442 /
Filing Date: September 13, 2001
Title: ONLINE MEETING PLANNING SYSTEM
WITH 3-NODE CONFIGURATION
-----:

RESPONSE TO NOTICE TO FILE MISSING PARTS

Commissioner of Patents
Washington, D.C. 20231

Attn: Office of Initial Patent Examination

Sir:

In response to Notice To File Missing Parts dated
October 15, 2001, the following are enclosed:

1. Filing fee of \$370, and late filing fee of \$65.
2. Substitute drawing (corrected for proper margins).
3. Copy of Notice to File Missing Parts.

This response is filed with a certificate of mailing
within the 2 month period for response, counting intervening
weekend days.

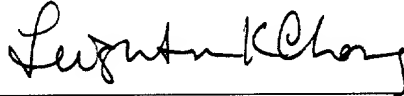
Authorization is given to charge Deposit Account No.
15-0699 for any fee deficiency required for acceptance of this
response.

2002-01-23 2:44:56 PM

CERTIFICATE OF MAILING:

The undersigned certifies that the foregoing is being mailed on December 17, 2001, by depositing it with the U.S. Postal Service, first class postage paid, addressed to Commissioner for Patents, Attn: Initial Patent Examination Division, Washington, D.C., 20231.

Respectfully submitted,
ATTORNEYS FOR APPLICANT



Leighton K. Chong
USPTO Reg. No. 27,621
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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/954,442	09/13/2001	Leighton K. Chong	LKC-P4

CONFIRMATION NO. 6582

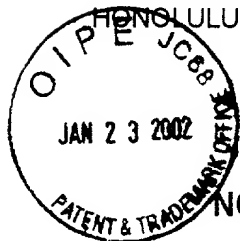
FORMALITIES LETTER



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26793
LEIGHTON K. CHONG
OSTRAGER CHONG & FLAHERTY (HAWAII)
841 BISHOP STREET, SUITE 1200
HONOLULU, HI 96813

Date Mailed: 10/15/2001



NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 355 to complete the basic filing fee for a small entity.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 420.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

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C. Washington

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 1 - ATTORNEY/APPLICANT COPY

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